

TYPES OF ADMINISTRATIVE OR MANAGEMENT REPORTS AND
DOCUMENTS EXEMPTED FROM THE CLANDESTINE SERVICES
ADMINISTRATIVE REPORTS MANAGEMENT PROGRAM

1. Reports of administrative or management audit, survey, or investigation.
2. Comments or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
3. Agency budget requirements:
 - a. The annual estimate or request for funds required by law. This exemption does not include periodic collections of data used to develop or supplement budget estimates or fund requests.
 - b. Reports upon apportionment and allocation of appropriated funds.
4. The following administrative documents:

Affidavits	Identification
Agreements	Leases
Announcements	Liens
Applications or requests	Oaths of office
Authorizations	Payrolls
Bids	Permits
Bills	Performance bonds
Bills of lading	Receipts
Certifications	Receiving-and-inspection forms
Claims	Requisitions
Contracts and initial allied papers	Shipping orders
Guarantees	Specifications
- This exemption covers only the actual administrative documents themselves. Reports concerning progress in preparing, numbers processed, etc., are not exempt.
5. Operational reports.
6. Intelligence reports.

ENCLOSURE 1

REQUEST FOR APPROVAL OF NEW OR REVISED REPORTING REQUIREMENT				DATE OF REQUEST	
TO:					
THROUGH:					
1. PERSON TO CONTACT REGARDING REPORT		NAME		ROOM NO.	BUILDING
2. TITLE OF REPORT AND REPORTS CONTROL SYMBOL IF ONE HAS BEEN ASSIGNED					
3. TYPE OF REPORTING REQUIREMENT		4. IF REVISED, STATE NATURE OF REVISION			
NEW					
REVISED					
5. LIST ANY REPORTS TO BE SUPERSEDED BY THIS NEW OR REVISED REPORTING REQUIREMENT				6. PROPOSED DURATION OF REPORT	
				INDEFINITE	
				TEMPORARY (<i>Indicate period</i>)	
7. CITE DIRECTIVES, AUTHORITIES OR INSTRUCTIONS ORIGINATED BY YOUR IMMEDIATE ORGANIZATIONAL ELEMENT WHICH REQUIRE THIS REPORT					
8. CITE OTHER CURRENT DIRECTIVES, AUTHORITIES OR INSTRUCTIONS AFFECTING THE REPORT					
9. REPORT FORMAT (<i>Form no., memo, machine tabulation, etc.</i>)		10. REPORTING FREQUENCY (<i>Daily, weekly, monthly, as situations occur, etc.</i>)		11. DATE REPORT IS DUE IN YOUR OFFICE	
12. DESCRIBE SUPPORTING MATERIAL TO BE SUBMITTED WITH REPORT					
13. ACTIVITIES OR COMPONENTS REQUIRED TO SUBMIT THIS REPORT			14. DISTRIBUTION OF REPORT		
			ORIGINAL		
			COPIES		
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15. DETAILED NEED FOR AND USE OF THIS REPORT (Include a statement of how your program or operations would be affected if the mission were not finished)

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☐ CONTINUED ON SEPARATE SHEET

REVIEW BY CHIEFS OF COMPONENTS

RECOMMENDATIONS

☐ CONTINUED ON SEPARATE SHEET

DATE

TITLE

SIGNATURE

RECOMMENDATIONS

☐ CONTINUED ON SEPARATE SHEET

DATE

TITLE

SIGNATURE

RETURNED APPROVED

REPORTS CONTROL SYMBOL ASSIGNED

DATE

RETURNED DISAPPROVED

TITLE

SIGNATURE

COMMENTS ARE ATTACHED

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CONFIDENTIAL

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<div style="text-align: right;">2</div>					

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RECOMMENDATIONS

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DATE	TITLE	SIGNATURE
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<input type="checkbox"/>	RETURNED APPROVED	REPORTS CONTROL SYMBOL ASSIGNED	DATE
<input type="checkbox"/>	RETURNED DISAPPROVED	TITLE	SIGNATURE
<input type="checkbox"/>	COMMENTS ARE ATTACHED		

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